

## COUNTY FUNDS INDEMNIFICATION REQUEST FORM

Official's Name <b>Andrea Thompson</b>	Current Date <b>8-18-14</b>	Amount of Loss <b>\$ 20,000</b>
Department/Division Name <b>District Clerk</b>	Date of Loss <b>8-7-14</b>	Police Report Attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Commissioners Court  
Colin County, Texas

Local Government Code §157.903 authorizes the commissioners court of a county by order to provide for the indemnification of an elected or appointed county officer against personal liability for the loss of county funds, or loss of or damage to personal property, incurred by the officer in the performance of official duties if the loss was not the result of the officer's negligence or criminal action. Therefore, I respectfully request Commissioners Court to approve this indemnification request and authorize the Colin County Auditor to charge off the above amount of County funds or property, which have been determined to be missing or stolen.

Cause of Loss (Attach additional sheet if necessary)

See attached for all comments

Position of Official Regarding Loss (Attach additional sheet if necessary)

Current Internal Controls to Prevent Loss (Attach additional sheet if necessary)

Additional Controls Implemented to Prevent Future Losses (if applicable) (Attach additional sheet if necessary)

Action Taken to Recover Funds (Attach additional sheet if necessary)

Signed By <b>Andrea Thompson</b>	Title <b>District Clerk</b>
Official's Signature <b>Andrea Thompson</b>	Date <b>8-18-14</b>

## TO BE COMPLETED BY COUNTY AUDITOR

Based upon the Auditor's Office review, the above listed loss amount being requested for indemnification:  
☐ DOES appear to be accurate.  
☐ DOES NOT appear to be accurate. Based upon our review, the loss amount is

After review of the circumstances, the Auditor's office recommends:  
☐ Indemnification  
☐ Not Indemnifying

County Auditor Signature	Date
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## ACCOUNT CODING TO BE USED

	FUND/DIVISION	OBJECT	AMOUNT	CHECK OR JOURNAL ENTRY
DR				
CR				

## TO BE COMPLETED BY COMMISSIONERS COURT

Indemnification ☐ APPROVED ☐ NOT APPROVED by Commissioners Court

Signed By	Date
County Judge Signature	

## District Clerk's Office

**\$20.00 counterfeit bill**

**Date of Loss 08-07-14**

### **Cause of Loss**

A counterfeit \$20.00 bill was passed at the Plano Passport office, the fake bill was caught by the counterfeit machines at the bank.

### **Position of Official Regarding Loss**

Loss was not the result of fraud or negligence on the part of the elected official. The loss was a result of staff not following internal controls, which will be addressed with staff involved and appropriate disciplinary action taken. Following loss, measures that had been implemented to avoid future loss were reiterated with the staff.

### **Current Internal Controls**

Staff is trained to use counterfeit pens on all cash received. They are regularly reminded of this procedure. All bills in the McKinney office that are \$20.00 and above are re-checked in the financial office at closing.

### **Additional Controls Implemented to Prevent Future Losses**

The Secret Service is scheduled to give a seminar to employees explaining how to identify counterfeit money. All employees who handle cash on a daily basis will attend the training; this will give them more knowledge so they know what to look for when checking for counterfeit bills.

### **Action Taken to Recover Funds**

The bank found this bill by using their counterfeit machine; they notified the financial office immediately. The finance office contacted the Auditor's Office to notify them of the counterfeit bill. The bank notified the Secret Service by filling out a Counterfeit Note Report.

United States Secret Service

## Counterfeit Note Report

303-2014-004082-W

## INSTRUCTIONS TO BANK:

1. Prepare and submit one copy of completed form with each suspected counterfeit note to your LOCAL SECRET SERVICE OFFICE.
2. If desired, an additional copy of this form should be prepared and retained for your records.
3. Unless advised otherwise, the suspect note submitted to the Secret Service should be considered counterfeit.
4. The Secret Service WILL NOT return a copy of this form.

This form is not subject to the requirements of P.L. 96-511 "Paperwork Reduction Act of 1980." 44 USC, Chapter 35, Section 3518(c)(1)(A) states that, "...this chapter [Chapter 35] does not apply to the collection of information ... during the conduct of a Federal criminal investigation..."

From:  <b>American National Bank of Texas</b> <b>720 S Greenville Ave.</b> <b>Allen, Texas 75002, United States</b>  Telephone Number of Bank (include area code): 214-863-5976  Point-of-Contact: Alma Beltran (BeltranAlma@anbt.com)  Bank Routing Number: 11901519	DO NOT WRITE IN THIS SPACE  Reference Number:  Circular:  Parent Note:  Variation Number:  Classification Number:
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## IMPORTANT NOTICE

Bank teller and person surrendering the note should date and initial each counterfeit note with pen and ink in the border areas of the note for identification. If the person surrendering the note knows from whom he/she received it, or has a description of the passer, or his/her auto, or any other information, TELEPHONE the local Secret Service office IMMEDIATELY and hold the note. (The phone number of your local Secret Service office can be found under the Field Office nav link on this site.) If no information is available, please mail the note to your local office on the day it is received.

## DESCRIPTION OF COUNTERFEIT NOTE OR RAISED NOTE (for raised note give serial number only)

DENOMINATION: 20	FEDERAL RESERVE BANK: JL	CHECK LETTER/QUADRANT NO.: L12
CHECK LETTER/FACE PLATE NO.: E/3	BACK PLATE NO.: 25	SERIES: 2008
		SERIAL NUMBER:

## COUNTERFEIT NOTE RECEIVED FROM

CUSTOMER/BUSINESS: collin county TX Dist Clerk	DATE OF DEPOSIT: 8/7/2014
CUSTOMER'S HOME ADDRESS (OR BUSINESS LOCATION WHERE COUNTERFEIT WAS PASSED): 2100Bloomdale Rd Ste 3100 McKinney 75071	CUSTOMER'S HOME PHONE A/C: 972-548-4254
	CUSTOMER'S BUSINESS PHONE A/C:
NAME OF PERSON SURRENDERING AND INITIALING NOTE: Sandy McKinney	NAME OF TELLER RECEIVING AND INITIALING NOTE: Alma Beltran

## INFORMATION ABOUT COUNTERFEIT NOTE

DOES THE CUSTOMER HAVE ANY INFORMATION AS TO THE SOURCE OF THE COUNTERFEIT?: No
WAS THERE ANY SUSPICIOUS ACTIVITY?: No
IS THIS A NON-CUSTOMER?: No
WAS THE COUNTERFEIT BILL PASSED AT THE ADDRESS LISTED ABOVE?: Yes
BILL PASSED ADDRESS:
REMARKS:

## DISPOSITION (For Secret Service Use Only)

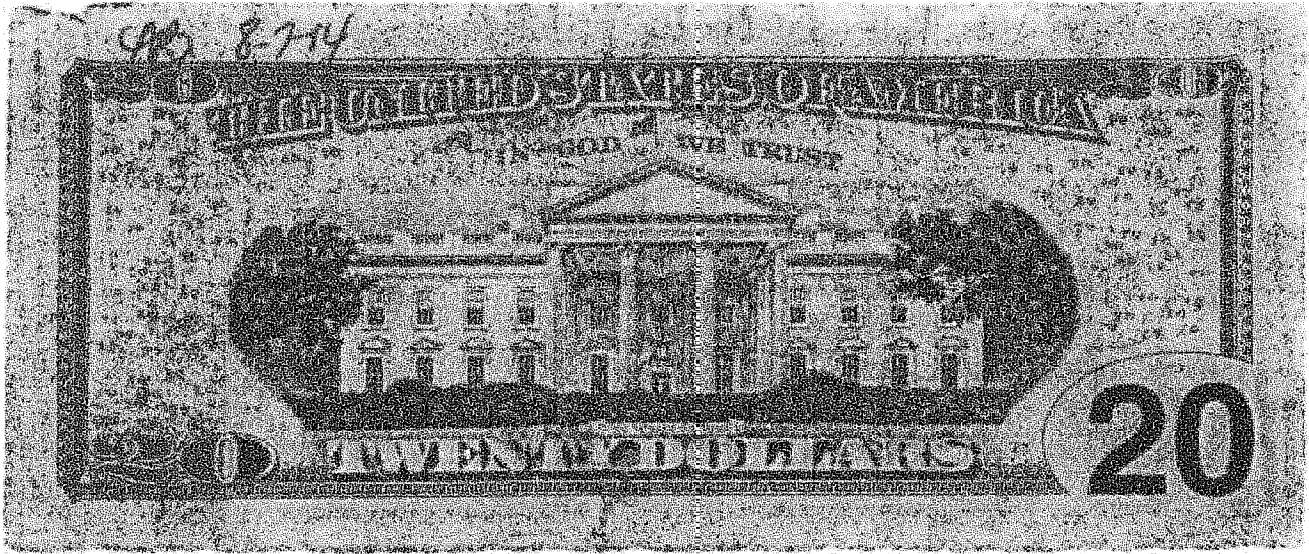
Genuine note and SSF 1804 returned to bank (Receipt No. _____):
Acknowledgement of Receipt returned to bank:
Other (Specify) _____:
Date of Disposition:

UNITED STATES SECRET SERVICE

PLEASE SUBMIT TO THE LOCAL SECRET SERVICE JURISDICTIONAL FIELD OFFICE

SSF 1804-W (08/2013)  
(Previous Editions may not be used.)





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MADE BY  
APPROVED BY

100-1000 10000 100000 1000000

Checks and other items are received for deposit.

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.